FACULTY SEARCH CHAIR CHECKLIST

PRE-SEARCH	Noted OIE Checkpoints
☐ Complete mandatory search training (Search Training). Print certificate of completion from Workday and provide a copy to the hiring manager and search assistant. ☐ Meet with the hiring manager to review position vacancy, Recruitment plan and search chair expectations. The search chair may be asked to assist the hiring manager in completing the Recruitment Plan form that is uploaded to the job requisition in Workday for OIE review. ☐ Secure committee membership list from hiring manager; confirm with the hiring manager and/or the search assistant that search committee members have completed mandatory search training. ☐ Coordinate with hiring manager and search assistant to schedule search charge committee meeting. ☐ Ensure that Search Committee Meeting Notices are submitted to Human Resources/Talent Acquisition via Workday Help Case within two business days **PRIOR** to the scheduled meeting date so it is properly noticed to the public in accordance with Chapter 286.011 Florida Statutes. ☐ Review OIE Search & Screening Guidelines and other search-related resources found on the OIE website at oie@ucf.edu	Recruitment Plan (submitted with job requisition) requires OIE approval

DURING SEARCH	
Search Committee Charge Meeting At the first meeting, receive the charge from the hiring manager. Items addressed should include: ☐ Facilitate committee member questions for hiring manager. ☐ Discuss meeting schedule based on search timeframes. ☐ Emphasize the importance of the committee work and full participation by each committee member. ☐ Encourage committee members to recruit highly qualified candidates through personal and professional networks. ☐ Discuss a quorum for committee action. ☐ Confirm format of search committee's final recommendation to hiring manager ☐ Discuss and agree upon minimum and preferred qualifications and tools for each screening round; criteria must be objective, measurable, and performance-based (this step should be completed **prior to** applicant review). ☐ If requested by the hiring manager, develop a recruitment plan proposal that is in alignment with the university's Affirmative Action Plan (AAP) placement goals, as required by Executive Order 11246. Review Recruitment Plan proposal with hiring manager for consideration and approval.	

Created 07/2022 (OIE); Revised 09/2022, 05/2023, 06/2023, 12/2023, 01/2024

☐ Discuss how 'Conflicts of Interest', as well as the 'Right of Inclusion' (also known as the Motion to Reconsider) will be used during the search. See UCF OIE Search & Screening Guidelines for details on these topics.

☐ Review regulations governing record-keeping associated with a search, specifically, the Florida Sunshine Law and the Public Records Law.

☐ Remind committee to not discuss committee work outside of official search committee meetings.

☐ Address any other special requirements of the search.

☐ **NOTE:** The search assistant is not ex-officio and cannot participate as a voting member of the committee. The search assistant is not involved in the substantive review of applicants, nor do they participate in committee deliberations (unless there are extenuating circumstances and with OIE pre-approval).

Candidate Screening Process

It's important to treat all candidates the same throughout the screening process. These are some items to note:

☐ Discuss timetable for screening.

☐ Use date from ads indicating when screening will begin; closing date if already established; desired interview dates; other parameters from hiring manager.

   Please Note: *Minimum qualifications cannot be changed during the screening process; candidates must be screened consistent with the advertised qualifications in the job posting; if minimum qualifications need to be changed, you will be required to fail the search and re-post).*

☐ Ensure Recruitment Plan implemented.

☐ Do not consider a candidate that does not meet the posted minimum qualifications.

☐ Conduct all screening rounds applying objective, performance-based criteria.

☐ After Round One review for minimum qualifications, ask the search assistant and/or primary recruiter to confirm that there is broad representation in the minimally qualified applicant pool. If not, the search assistant and/or primary recruiter should consult with OIE to review options, including the applicability of a waiver.

☐ Coordinate with the search assistant and/or primary recruiter to update applicant statuses in Workday (for example, dispositions for applicants).

☐ After search committee screens all applicants for minimum and preferred qualifications, but before preliminary interviews are initiated, prepare the Candidate Pool Evaluation Form, which must be forwarded to OIE at OIE@ucf.edu.This form should reflect candidate progression through the screening process. The minimum and preferred qualifications on the Candidate Pool Evaluation form must be identical to the criteria listed in the job posting.

[Side column:] If the applicant pool lacks broad representation, consult with OIE regarding applicability of waiver.

Preliminary interviews may not be scheduled without OIE's approval of

	Candidate Pool Evaluation Form.
Candidate Interview Process It's important to treat all candidates the same throughout the interview process. These are some items to note: □ Collaborate with search committee to develop interview questions (review the OIE Acceptable/Unacceptable Interview Questions List found at oie@ucf.edu □ Collaborate with the search assistant to schedule interviews. □ In consultation with the hiring manager, assign search committee members and/or search assistant to conduct phone reference checks for finalist(s). Three reference checks are required for both internal and external hires. **There are two options for meeting reference requirements:**	

Three References Required	Reference 1	Reference 2	Reference 3
Option 1	Phone or electronically via Workday	Phone or electronically via Workday	Phone or electronically via Workday
Option 2	Phone or electronically via Workday	Phone or electronically via Workday	Letter of reference dated within 12 months of application date

NOTE: For option 1 or 2, at least two of the three required references must be conducted by phone or electronically via Workday.

□ Prepare interview results summary and final committee recommendation for hiring manager. Provide search assistant with a copy of interview results summary and final committee recommendation for the search file.

Throughout the search, work with the search committee and search assistant to:
□ Lead the committee through the entire search process.
□ Be knowledgeable of the search process, including search compliance aspects. Refer to the UCF OIE Search & Screening Guidelines or contact OIE for compliance questions.
□ Establish ground rules or conversational commitments (member accountability for respectful and professional communications and conflict resolution) for committee meetings.
□ Model effective communication and compliance with all search expectations.
□ Create a constructive climate of trust, mutual respect, and consensus building.
□ Mediate any conflict.
□ Facilitate the resolution of any 'Conflict of Interest' and 'Right of Inclusion' brought forward by a committee member.

☐ Review search committee meeting minutes and other search-related documentation for completeness and accuracy. ☐ Ensure confidentiality throughout the entire search process.	

OFFER	
Work with search assistant and Primary Recruiter to: ☐ Ensure that all applicants have been appropriately dispositioned in the applicant tracking system. ☐ Ensure that all applicants who were interviewed received communication of search outcome. ☐ **NOTE:** After OIE approves the offer, the hiring department works with the HRBC on creating the offer letter and employment agreement for FE-PA. Once FE-PA approves the offer then the onboarding stage begins. This includes completion of I-9 and other legally required forms, university and/or college-specific onboarding documentation (for example, tenure and teaching credentials), etc.	A formal offer may not be extended without OIE approval of search process

Reminders about References:

The hiring department chooses the collection method for references when creating the job requisition (references may be checked manually by the department or electronically checked via Workday). Regardless of the chosen collection method, when the department moves the candidate to 'references' in Workday, the system will email the candidate to request reference information (this function cannot be disabled). If the hiring department chose to manually collect the references when creating the job requisition, Workday only collects the reference information. However, if the department chose to electronically collect the references when creating the job requisition, Workday will initiate the reference check process. See the Workday Reference Check Job Aid for details.